

## EMERGENCY RESPONSE STAFF GUIDELINES

EVENT	Fire, Bomb Threat, Gas Leak	Earthquake, Explosion	Threat Inside Building	Threat Outside Building	Extreme Weather, Poor Air Quality, Missing Child, Animal
RESPONSE	EVACUATE	DROP-COVER-HOLD ON	LOCKDOWN	HOLD & SECURE	SHELTER IN PLACE
<p><b>EXPECTED ACTION</b></p>	<ul style="list-style-type: none"> <li>Students to exit calmly – no talking, pushing, running or cell phone use</li> <li>Report to <b>Safe Assembly Area</b></li> <li>Remind students of cell phone use expectations</li> <li>Assist students with special needs</li> <li>Take attendance sheet</li> <li>Lights off, close door</li> <li>Teacher last to leave</li> <li>Take attendance – no one to leave</li> <li>Remain in place until advised by <b>Principal</b></li> </ul>	<ul style="list-style-type: none"> <li>Tell students: <b>“Drop-Cover-Hold On”</b></li> <li>Assist students with special needs</li> <li>After shaking stops or <b>“All Clear”</b> announced, count to 60 out loud before getting up</li> <li>Is room safe? <b>Evacuate</b> if unsafe</li> </ul> 	<ul style="list-style-type: none"> <li>Direct students in hallways into classrooms</li> <li>Lock/block classroom doors</li> <li>Cover door windows</li> <li>Lights off (if possible)</li> <li>Lock/cover windows</li> <li>Drop to floor along a wall, away from doors, out of sight</li> <li>Assist students with special needs</li> <li>Ensure students are quiet</li> <li>Remind students of cell phone use expectations</li> <li>Take attendance</li> <li>Ignore bell/fire alarm and remain in lockdown until room is clear by authorities or <b>Designate</b></li> </ul>	<ul style="list-style-type: none"> <li>Direct students/staff into building</li> <li>Lock exterior classroom doors</li> <li>Close interior classroom doors</li> <li>Cover windows</li> <li>Take attendance</li> <li>Inform office of absent students</li> <li>Ensure students are quiet</li> <li>Remind students of cell phone use expectations</li> <li>Monitor hallway/washroom access</li> <li>Resume classroom activity until released by <b>Principal</b></li> </ul>	<ul style="list-style-type: none"> <li>Direct everyone into the building</li> <li>Close classroom doors and windows</li> <li>Follow directions of <b>Designate</b></li> <li>Remind students of cell phone expectations</li> </ul>
<p><b>CELL PHONE USE EXPECTATIONS:</b></p> <ol style="list-style-type: none"> <li>Put cell phones on silent.</li> <li>For safety reasons, do not post to social media.</li> </ol>	<ul style="list-style-type: none"> <li>Unassigned teachers/staff to meet <b>Designate</b> in <b>Safe Assembly area</b></li> </ul>		<ul style="list-style-type: none"> <li>Students outside report to Safe Assembly Area</li> <li><b>Designate</b> to lock exterior doors (if appropriate)</li> <li><b>Designate</b> to move students in common areas to nearest locked/blocked door</li> </ul>	<ul style="list-style-type: none"> <li><b>Designate</b> to lock exterior doors</li> <li><b>Designate</b> to move students in common areas to safe location</li> </ul>	
<p><b>DESIGNATE</b> Principal, Vice-Principal or Other assigned persons(s)</p> <p><b>SAFE ASSEMBLY AREAS*</b> Pre-identified Gathering Places</p> <p>* See Reverse</p>					

# EMERGENCY RESPONSE STAFF GUIDELINES

## SCHOOL SPECIFIC INFORMATION

\_\_\_\_\_  
School

\_\_\_\_\_  
Room #

Primary Safe Assembly Area: \_\_\_\_\_

Backup Safe Assembly Area: \_\_\_\_\_

Reunification Zone: \_\_\_\_\_